



**City Secretary's Office**  
City of Frisco, Texas

## Memorandum

**To:** Honorable Mayor Maso and Members of the Frisco City Council

**Cc:** George A. Purefoy, City Manager

**From:** Jenny Page, City Secretary

**Date:** 01/11/2010

**Agenda Caption:** Consider and act on adoption of an Ordinance repealing Ordinance Numbers 90-11-02 and 01-04-31; Establishing a Records Management Program; Designating a Records Management Officer; Providing for the ownership, responsibility, micrographics imagery, destrucion, and disposition of City records; Adopting a Record Retention Schedule; Providing for a penalty for the violation of this Ordinance; Providing for repealing, savings, and severability clauses; and providing for the publication and an effective date of this ordinance.

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**Action Requested:** Adoption of an Ordinance updating and repealing previous Records Management Ordinances and Programs.

**Background Information:** During fiscal year 2009, discussion between the City Secretary's office, City Manager's Office, and Information Technology occurred concerning needed updates to the current Records Management Program to address concerns related to email and electronic records. This needed update had been postponed for quite some time in the interim of filling the City Secretary position.

Information Technology currently assists in searching emails for Public Information Request and has concerns about the amount of space involved in storing all email records indefinitely and the time involved to search these records.

Records Coordinator Angela Lunsford had already compiled a draft of two policies and received approval from legal counsel for adoption. One was a records management policy and the other was a separate email policy. After a

second review, we decided to combine the two into one comprehensive Records Management Program that addresses all paper, electronic, and email records. We determined that a record is a record no matter the format and should be addressed as such.

This program will allow our department to better regulate how records are maintained, preserved, and disposed of therefore making searching for records easier for all departments.

After adoption, each department liaison will be trained in the proper usage of the program and pass the information on to their departments.

**Alternatives:** Council may deny approval or table for further review.

**Legal Review:** Staff has worked in coordination with legal counsel and a final draft has been approved.

**Supporting Documents:** Attached you will find an Ordinance for the Records Management Program that defines the guidelines for records management and retention.

**Staff Recommendation:** Staff recommends adoption of the Records Management Program.